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Town of Chatham

Government Access Cable Television Channel (18) Policy

1. Purpose

This policy describes the purpose of the Chatham Government Access Cable Television Channel (18), the parameters for programming content, and the assignment of responsibility for administration of this municipal media resource. This policy does not regulate the other two cable television channels available for the production and cable-casting of local television programs (i.e. The Public Access Channel currently managed by Cape Cod Media Center with facilities at 17 Shad Hole Road, Dennis Port, and the Educational Access Channel currently managed by Monomoy Regional School District with facilities at Monomoy Regional High School).

2. POLICY

- A. The purpose of the Chatham Government Access Channel (18) is to cable-cast governmental programming which is non-commercial and furthers the understanding of municipal government affairs. The Chatham Government Access Channel is a resource available to the Board of Selectmen and the Town Manager and the Boards, Committees, and Commissions which are officially appointed.
- B. Programming will include cable-casting of the meetings and events of various Town of Chatham elected and/or Board of Selectmen appointed Boards, Committees, and Commissions, and may include, at the discretion of the Town Manager, cable-casting of non-partisan community, civic, and government meetings and events associated with municipal operations directly relating to the operations of Town Boards, Committees, and Commissions. Programming may also include informational programs produced by, or for, Town Boards, Committees, Commissions, and Departments.
- C. All Town Boards, Committees, and Commissions currently appointed by the Chatham Board of Selectmen shall schedule meetings via the official public meeting scheduling tool (mytowngovernment.org). Meetings should be scheduled at a time/location conducive to either the availability of the Town Hall Annex large conference room and staff for Channel 18 cable-casting, live streaming, and electronic archiving, or the availability of one of the self-serve rooms specifically set up to electronically capture the meeting content for subsequent electronic archiving.
- D. The Town Manager is responsible for administration of the Chatham Government Access Channel and oversight of television production resources. The Town

Manager or designee shall set the schedule for cable-casts consistent with the purpose of the Channel as described above, and available resources. All recorded meetings shall be archived to the Town of Chatham website for on-demand viewing.

- E. Copyrighted video materials of any kind will not be cable-cast without written permission obtained by those wishing to utilize the material.
- F. All Chatham Governmental Access programming is officially a Town of Chatham production. The producer/director of a particular production may be a staff member or a community producer who has made arrangements with Chatham staff for that production.
- G. There is a separate Public Access Channel available to Boards, Committees, Commissions, or residents seeking to broadcast subject matter which may not be eligible for cable-cast on the Government Access Channel. This includes any content that is not expressly generated and/or directly related to the operations of recognized Boards, Committees, or Commissions of the Town of Chatham. In such case the content creator must defer its content to the Public Access Channel. The Public Access Channel is currently managed by Cape Cod Media Center with facilities at 17 Shad Hole Road, Dennis Port.
- H. There is also a separate Educational Access Channel that provides local programming and production related to the Monomoy Regional School system. Boards and/or Committees and other regional school system related content has access to the Educational Access Channel for cable-casting and archiving. The Educational Access Channel is currently managed by Monomoy Regional School District with facilities at Monomoy Regional High School.